

<b>DESCRIPTOR TERM:</b>  <b>Instructional Program</b>	<b>Millard District Policy</b> <b>File Code: 5160</b>  <b>Approved: 01-11-24</b>
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## **WORK-BASED LEARNING PROGRAMS FOR STUDENTS**

### **A. Purpose**

1. The Millard School District supports work-based learning programs for all students. This policy and identified procedures have been developed to promote consistent practices throughout the district, to address the requirements defined in the laws while providing meaningful career-related experiences to students in safe learning environments.
2. Work-based learning is an effort to make lifelong career development more meaningful and natural by linking the school site and the work site. In cooperation with students, parents, business/industry, and community, these experiences support: 1) real-world connections to academic and applied courses taught in the school setting, 2) preparation for the world of work, and 3) development of life skills needed for success at work, home, and community.

### **B. Definition of Terms**

1. **“Intern”** means a student enrolled in a school-sponsored work experience and career exploration program involving both classroom instruction and work experience with a cooperating employer, regardless of whether the student receives compensation.
2. **“Cooperating employer”** means a public or private entity which, as part of a work experience or career exploration program offered through a school, provides interns with educational resources, training, and work experience in activities related to the entity’s ongoing business activities.
3. **“Internship”** means the work experience segment of an intern’s school-sponsored work experience and career exploration program, performed under the direct supervision of a cooperating employer.
4. **“Internship safety agreement”** means the agreement between a public or private school and a cooperating employer in accordance which satisfies the requirements set forth below.
5. **“Job Shadowing”** means an opportunity for a student to follow an employee at a firm for part(s) of one or more days to learn about a particular occupation or industry. It is recommended for late, middle, and early high school students as part of career exploration activities. It may be implemented in a context with a particular course of study. Normally, this is an unpaid experience.

4. **“School-Based Enterprise”** means businesses set up and run by supervised students learning to apply “practical” skills in the production of goods or services for sale or use by others.
5. **“Service-Based Learning”** means a method of instruction which combines community service with a structured school-based opportunity emphasizing the connections between service experiences and academic learning.
6. **“Student Education Occupation Plan (SEOP)”** means a primary strategy for recognizing student accomplishments and strengths and for planning, monitoring, and managing education and career development in grades 7-12. This is achieved through an on-going partnership involving students, parents, school counselors, and other school personnel.
7. **“Work Site”** or **“Workplace”** means the actual location where employment occurs for a particular occupation, or an environment that simulates aspects/elements of that employment, for instance school-based enterprises.
8. **“Work-Based Learning”** means activities that involve actual work experience or connect classroom learning to work.
9. **“Registered Apprenticeships”** means those apprenticeship programs which meet specific federally approved standards which are registered with the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor, or one of the 27 State Apprenticeship Agencies or Councils (SAC) approved by BAT. It is a relationship between an employer and employee during which the apprentice learns an occupation in a structured program sponsored jointly by employers and labor unions or operated by employers and employer associations. This is usually a paid experience.

## C. Policy

Under the direction of the superintendent, school principals are authorized to administer this policy in their respective schools. This document will focus on the work-based learning component of School-to-Careers to further define and outline approved procedures. Work-based learning opportunities include but may not be limited to: Job Shadowing, Internship, Service-Based Learning, School-Based Enterprise, and School-to-Registered Apprenticeship.

### 1. Student Eligibility

A Student Education Occupation Plan (SEOP) or College and Career Readiness plan (CCR) will be used as a qualifying indicator for students to participate in a work-based learning experience. The SEOP or CCR will indicate student interest in and classroom preparation for a specific field

of study which will be matched with cooperating employers to provide work-site experiences for students.

2. Student Records

The following documents must be completed and on file at the school:

- SEOP or CCR with matching career goal and sequence of courses
- Student Application
- Work Site Assessment/Evaluation
- Training Agreement between student, parent(s), employer, and education agency
- Student Work Record
- Student Evaluation

3. Students who qualify and receive work-based learning placement will:

- a. Strive to develop good work habits.
- b. Maintain satisfactory attendance and performance at school and on the job.
- c. Maintain at least a 2.0 GPA.
- d. Submit monthly records to the Work-based Learning Coordinator.
- e. Report any changes in the work situation to the Work-based Learning Coordinator.

4. Standards and procedures for approval of off-campus work sites:

- a. Work-site experiences may be provided through a cooperating employer in the public sector, private sector, through service learning or school-based enterprises.
- b. Work-based learning may be paid or unpaid. Paid and unpaid experiences will follow guidelines outlined in the document, "Child Labor Requirements in Nonagricultural Occupation under the Fair Labor Standards Act, US Department of Labor, WH-11330, revised August 1990." School-To-Registered Apprenticeship will follow guidelines outlined in the document, "Bureau of Apprenticeship and Training (BAT). According to Child Labor Requirements an unpaid experience may not: (a) displace a regular employee, (b) fill a vacancy that would normally be filled by a new hire, (c) be given exclusive duties that would normally be assigned to a regular employee, nor (d) perform services that clearly bring profit to the business.

**D. Student Transportation**

1. Students participating in school organized career awareness field trips are transported by school district approved carriers. For students participating in work-based learning programs (except as noted above), the determination of the method for transporting students to and from the work site is the parents' responsibility.
2. Appropriate supervision by employers at the work site. The Cooperating Employer/Supervisor will:
  - a. provide "careful supervision" at the work site for student training.
  - b. assume responsibility for meaningful training.
  - c. communicate on a regular basis with the education supervisor.
  - d. consult the program coordinator/teacher regarding problems related to the work experience, and contact promptly before considering suspension, transfer, or termination.
  - e. record attendance and performance of the student trainee.
  - f. meet with school personnel to provide evaluation of trainee's work.
  - g. conform to State and Federal Labor Laws.
  - h. have worker's compensation under which trainee is covered (if paid experience).
3. Appropriate supervision and evaluation of the student by the local education agency. The education supervisor will:
  - a. approve the cooperating employer work site and training.
  - b. inform students of safety and health hazards in the workplace prior to the student leaving the school.
  - c. assure "careful supervision" of the student at the training site.
  - d. coordinate with the employer on student training and evaluation.
  - e. help resolve any problems between the employer and trainee.
  - f. determine the amount of elective, pass/fail credit earned by the student.
  - g. base instruction on the Utah State Core requirements.

4. Appropriate involvement and approval by the student's parents in the work-based learning program. The parent/guardian will:
  - a. partner with the school, school counselor, school personnel, student, by participating in the SEOP or CCR process.
  - b. support the student's participation in the work-based learning program.
  - c. provide and accept liability for transporting their student to and from the work site.
  - d. assume responsibility for the student's released time from school.
5. Adequate insurance coverage provided either by the student, the program or the school district.
  - a. For paid work employment, work injuries and occupational disease coverage is covered by the employer's workman's compensation.
  - b. For unpaid work experiences, health and accident coverage is covered by the local educational agencies' workman compensation as specified in [53G-7-903](#) of the Utah Code.
  - c. The determination of additional insurance coverage for the student is the parents' responsibility.

**E. Related Training**

Job shadowing shall not require related training, as this experience will take place within the context of the course in which the student is enrolled. An internship will follow a previously studied theory/skill-related course. Interns must be concurrently enrolled and attend or have successfully passed the critical work place skills course.

**F. Credit Earned**

An internship shall generate a letter grade and credit. Not more than two (2) credits per year shall be earned unless special permission from the principal and district student learning director is obtained. Students released from school to work that are not participating in the work based learning program will not earn credit toward graduation.

**G. Internship Safety Agreement**

1. The District shall attempt to establish an internship safety agreement with each cooperating employer. Such an internship safety agreement must include, at a minimum, the cooperating employer's agreement to meet the following requirements:

- a. To ensure that an adult officer or employee of the cooperating employer is not intentionally alone with an intern for any significant amount of time during the intern's activities;
- b. To maintain compliance with all applicable state and federal laws relating to workplace and student safety, privacy, and welfare; and
- c. To provide a safe, educational, courteous, and welcoming professional environment that is free of harassment or discriminatory conduct that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment.

[Utah Code § 53G-7-904\(1\) \(2020\)](#)

#### **H. Criminal Background Checks of Staff of Cooperating Employer**

1. If an internship safety agreement is in place with a cooperating employer, then the officers and employees of the cooperating employer are exempt from the criminal background check requirements set out in Policy 4030.
2. If the District does not have an internship safety agreement with a cooperating employer, then prior to any intern participating in an internship with that employer, each officer and employee of the cooperating employer who will be given significant unsupervised access to a student in connection with the student's activities as an intern shall submit to criminal background checks under Policy 4030.

[Utah Code § 53G-7-904\(2\) \(2020\)](#)

[Utah Code § 53G-11-402\(1\)\(a\)\(iii\) \(2023\)](#)

3. If a required background check of an officer or employee of a cooperating employer discloses any information that calls into question the propriety of that individual having access to an intern, the District shall modify the conditions of the internship or discontinue its participation with the cooperating employer as may be warranted to ensure the safety and well-being of its students.